DOCUMENT RESUME

ED 234 790 IR 050 420

AUTHOR	Redmond, Linda, Comp.; Peaco, Freddie, Comp.
TITLE	Becoming a Volunteer: Resources for Individuals, Libraries, and Organizations. Reference Circular No. 81-2.
INSTITUTION	Library of Congress, Washington, D.C. National Library Service for the Blind and Physically Handicapped.
PUB DATE	Feb 81
NOTE	21p.
AVAILABLE FROM	Reference Section, National Library Service for the Blind and Physically Handicapped, Library of Congress, Washington, DC 20542 (free).
PUB TYPE	Reference Materials - General (130)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Annotated Bibliographies; Braille; Check Lists; *Library Materials; *Library Services; National Organizations; *Physical Disabilities; *Public Libraries; Talking Books; *Visual Impairments; *Volunteers

ABSTRACT

This circular lists contact organizations, possible volunteer activities, and related publications for individuals interested in volunteering their services on behalf of visually and physically handicapped readers and for libraries interested in starting or expanding volunteer programs. Descriptions of several national organizations concerned with volunteerism are followed by a check list of volunteer activities in libraries, including collection maintenance and circulation activities, direct services to patrons, outreach and administration tasks, and activities related to the production of materials and repair of equipment for the handicapped. Also provided are annotated listings of 14 manuals and guidebooks related to materials production and services for the handicapped and 46 books, pamphlets, periodicals, and other publications covering volunteer management, recruitment, recognition, training, and placement in libraries. The price and address for ordering each publication are given. A list of other reference circulars and bibliographies published by the National Library Service for the Blind and Physically Handicapped concludes the document. (ESR)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

Reference Circular

IR

Becoming a Volunteer: Resources for Individuals Libraries, and Organizations

National Library Service for the Blind and Physically Handicapped

The Library of Congress

ED234790

Date February 1981

No. 81-2

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

INTRODUCTION

For individuals interested in volunteering their services on behalf of visually and physically handicapped readers, this reference circular lists activities to consider and resources to contact. For libraries and organizations interested in starting or expanding volunteer programs, this circular lists national voluntary organizations and publications that provide guidance and ideas for developing or expanding volunteer programs.

IR 050 420

CONTENTS

I. National Organizations Concerned with Volunteerism 1

II. Volunteer Activities in Libraries Serving Visually and Physically Handicapped Readers 4

III. Manuals and Guidelines 7

IV. Selected, Annotated Bibliography 10

I. NATIONAL ORGANIZATIONS CONCERNED WITH VOLUNTEERISM

This section includes major national organizations and agencies concerned with promoting volunteerism.

ACTION
806 Connecticut Avenue, N.W.
Washington, DC 20525
Telephone: (202)254-7262
Toll-free: 800-424-8580

Coordinates the following federal volunteer programs: The Foster Grandparent Program (FGP), which provides opportunities for low-income persons age 60 and over to render services to children with special or exceptional needs; the Retired Senior Volunteer Program (RSVP), which develops a variety of volunteer service opportunities for persons age 60 and over; Volunteers In Service to America (VISTA), which provides full-time volunteers to work on specific tasks at the request of community groups; the Senior Companion Program, which enables low-income older people to assist adults, primarily those with impairments; and the State Office of Voluntary Citizen Partipation (S/OVCP), which provides grants to states to strengthen their offices of volunteer services and to improve opportunities for volunteers.

ALLIANCE FOR VOLUNTEERISM
3706 Rhode Island Avenue
Mt. Rainer, MD 20822
Telephone: (202) 347-0340

Coalition of national organizations that collaborate in developing models of effective volunteer programs. Identifies major issues facing the volunteer sector. Acts as an advocate for volunteer activity and citizen participation.

ASSOCIATION OF VOLUNTARY ACTION SCHOLARS (AVAS)
S-211 Henderson Human Development Building
Pennsylvania State University
University Park, PA 16802
Telephone: (814) 865-1717

Facilitates communication between researchers and practitioners in every phase of citizen participation and voluntary activity. Open to anyone interested in research in the field of volunteerism. Publishes the AVAS Newsletter and the Journal of Voluntary Action Research.

ASSOCIATION OF VOLUNTEER BUREAUS OF AMERICA (AVB)
P.O. Box 125
801 North Fairfax Street
Alexandria, VA 22314
Telephone: (703) 836-7100

Promotes volunteerism at local, state, and national levels. Acts as a recruitment and placement center for volunteers needed in local community agencies. Develops and publishes guidelines for the field.

THE INDEPENDENT SECTOR, INC.
1828 L Street, N.W., Suite 1200
Washington, DC 20036
Telephone: (202) 659-4007

Formed by the merger of the National Council on Philanthropy and the Coalition of National Voluntary Organizations, Independent Sector is a membership organization representing corporate and foundation donors and voluntary, nonprofit donees. Provides public education to improve understanding of the independent sector, its contributions, and problems. Seeks to preserve and enhance the national tradition of giving, volunteering, and not-for-profit initiative.

NATIONAL SCHOOL VOLUNTEER PROGRAM, INC. (NSVP)
300 North Washington Street, Suite 320
Alexandria, VA 22314
Telephone: (703) 836-4880

Promotes the involvement of citizens to supplement and support activities that benefit schools, students, and communities. Also helps train local volunteers to work with handicapped children.

VOLUNTEER: THE NATIONAL CENTER FOR CITIZEN
INVOLVEMENT (NCCI)
P.O. Box 4179
Boulder, CO 80306
Telephone: (303) 443-2100

and

1214 16th Street, N.W.
Washington, DC 20036
Telephone: (202) 467-5560

NCCI was formed in 1979 with the merger of the National Center for Voluntary Action (NCVA) and the National Information Center on Volunteerism (NICOV). Provides a variety of technical assistance and a wide range of training programs to all areas of the voluntary sector. Has a network of more than 300 Voluntary Action Centers, which serve basically as recruitment and referral agencies. Monitors legislation and regulations at the national and state levels. Provides information from its reference library, which contains over 15,000 documents on volunteerism in the United States and other countries.

II. VOLUNTEER ACTIVITIES IN LIBRARIES SERVING VISUALLY AND PHYSICALLY HANDICAPPED READERS

Volunteers may be involved in one-time special projects as well as in continuing support programs. In many libraries serving visually and physically handicapped readers, there is a regular pattern of volunteer commitment. The following list, which is not exhaustive, suggests tasks in which volunteers may become involved.

Collection Maintenance and Circulation Activities

Inspecting library materials, such as checking the need for cleaning or repair.

Clerical support activities, such as filing, labeling, checking the catalog, stamping, sorting, stapling, typing, xeroxing, and computer input.

Stock maintenance activities, such as shelving materials or retrieving them from the shelves.

Direct Service to Patrons

Delivering reading materials and equipment to patrons.

Reading to patrons or staff - may include recording patron's choices of book titles.

Transporting patrons.

Outreach and Administrative Tasks

Assisting with the library's public education program.

Identifying new readers.

Recruiting and training other volunteers.

Serving on the library's "Friends of the Library" committee or advisory board.

Production of Materials

Clearing copyright - corresponding with publishers and maintaining records needed to secure permission to transcribe or record copyrighted materials.

Proofreading braille transcriptions - a thorough knowledge of braille is required.

Reading text to braillists - Reading text aloud for transcription into braille.

Thermoforming braille - Producing copies from a braille master.

Transcribing literary, mathematics, music, or foreign language braille. Training in braille transcribing is available through qualified instructors in local organized volunteer groups or through a free correspondence course from the NLS Braille Codes Section.* Instructional materials are provided, but braille writing equipment and paper are not. Individuals who complete the NLS course and prepare an acceptable test transcription become certified braillists. Only certified braillists are eligible for NLS courses in braille music transcribing or mathematics transcribing.

Preparing and proofreading large print - retyping standard printed text on large-print typewriters or operating photographic equipment which enlarges conventional print.

Tape duplication - operating electronic equipment to make copies of open-reel or cassette tapes.

Tape monitoring - listening to the narration of text to correct errors while material is being recorded.

Tape narration - reading text aloud onto tape. Narrators may be required to pass an audition. Acceptable narration requires thorough preparation of material, good diction, and skillful presentation.

Tape reviewing - aurally inspecting the sound track after taping has been completed.

*National Library Service for the Blind and Physically Handicapped, Library of Congress; referred to in this circular as NLS.

350-251 O - 81 - 2

Repair of Equipment

Repairing talking book and cassette machines, accessories, braille writers, duplication equipment, tape recorders, and thermoforming machines. NLS provides parts, repair manuals, and training for volunteers who repair NLS talking book and cassette players, and their accessories.

III. MANUALS AND GUIDELINES

This section includes manuals and guidebooks for volunteers who produce reading materials, as well as guidelines and suggestions for volunteers who provide direct services to blind or physically handicapped individuals.

Code of braille textbook formats and techniques. Compiled under the authority of the American Association of Workers for the Blind, Association for Education of the Visually Handicapped, and the National Braille Association. Louisville, Ky.: American Printing House for the Blind, 1977. 226p. $11.00.

Handbook for braille music transcribers. Midland Park, N.J.: National Braille Association, 1976. 45p. Copies presented to certified braille music transcribers by NLS.

A ready reference with recommendations designed for both the novice and the experienced music braillist.

Instruction manual for braille transcribing, by Maxine Dorf and Earl Scharry. Rev. ed. Washington: Library of Congress, DBPH, 1973. 55p. Free from NLS.

A lesson plan with drills and exercises for the mastery of braille transcribing.

Introduction to braille music transcription, by Mary Turner De Garmo. Washington: Library of Congress, DBPH, 1974. 256p. (inkprint); 4 v. (braille). Free to braille music transcribers from NLS. $11.25 (inkprint) and $32.80 (braille) from the American Printing House for the Blind.

Contains basic information about common music signs and general practices and rules for the beginning transcribing student.

The invisible battle; attitudes toward disability. Washington: Regional Rehabilitation Research Institute on Attitudinal, Legal, and Leisure Barriers, George Washington University, 1979. 13p. $0.50.

An introduction to the subject of attitudinal barriers: what they are, how to recognize them, and what you can do about them.

Large-print music; an instruction manual. Compiled by Shirley P. Emanuel. Washington: National Library Service for the Blind and Physically Handicapped, 1979. 62p. Free.

Provides directions for preparing large-print music masters from photo-enlarged print music. Also gives guidelines for proofreading these masters.

Living with blindness, by Irving R. Dickman. New York: Public Affairs Committee, 1972. 28p. (Public Affairs Pamphlet #473). $0.50. (381 Park Avenue, South New York, N.Y. 10016).

NBA manual for large type transcribing. Midland Park, N.J.: National Braille Association, 1977. 88p. Free from NLS.

An instructional aid for the novice and a resource guide for the experienced transcriber.

Points to remember. Chicago: National Easter Seal Society for Crippled Children and Adults, 1978. 2p. (leaflet). Free.

Seventeen suggestions to remember when you meet or work with someone who has a disability.

Revised international manual of braille music notation, 1956 American edition, part I, western music. Compiled by H.V. Spanner. Louisville, Ky.: American Printing House for the Blind, 1961. 212p. (inkprint); 3 v. (braille). Available on loan from NLS. $9.00 (inkprint) and $37.80 (braille) from the American Printing House for the Blind.

Contains the braille music code established in 1956. A 1975 American addendum is also available.

SenseAbility. Washington: Regional Rehabilitation Research Institute on Attitudinal, Legal, and Leisure Barriers, George Washington University, 1979. Unpaged pamphlet. $0.50.

Addresses some of the negative attitudes which affect the lives of visually handicapped people and offers specific suggestions on how to interact positively with blind citizens.

Tape recording manual. 3rd ed. Midland Park, N.J.: National Braille Association, 1979. 68p. Free from NLS.

Provides the novice tape recording volunteer with procedures and techniques necessary to produce high quality recordings, and serves as a reference guide for use during recording sessions.

Update. Bimonthly. Washington: National Library Service for the Blind and Physically Handicapped 1977+. Free.

A newsletter covering volunteer activities related to regional and subregional libraries in the NLS network. Includes a section on amendments to braille exercises or changes in the braille code.

Volunteers who produce books. Washington: National Library Service for the Blind and Physically Handicapped, 1981. 70p. Free.

This directory is arranged geographically by state and includes information about established volunteer groups that produce reading materials in braille, large type, or recorded formats.

Persons interested in donating their time and talents on behalf of visually and physically handicapped individuals in their communities should contact local libraries, schools, college and university offices of services for handicapped students, radio and television stations that offer radio reading services for the print handicapped, or other local organizations that are in frequent contact with visually and physically handicapped persons. Addresses of NLS network libraries serving blind and physically handicapped readers and addresses of organized volunteer groups are available free on request from the NLS Reference Section.

IV. SELECTED, ANNOTATED BIBLIOGRAPHY

These publications cover a broad range of topics related to volunteerism and citizen involvement, including volunteer management, recruitment, recognition, training, and placement. The emphasis is on volunteer activities in libraries.

Allen, Kerry Ken and others. Volunteers from the work place. Washington: National Center for Voluntary Action, 1979. 298p. $8.00. (Available from NCCI, Boulder, Colo.).

Identifies volunteer programs involving the corporate community and organized labor. Describes issues such as social service leave, released time programs, and field service volunteers. Among specific projects highlighted are the Management Assistance Program and the Telephone Pioneers of America. Directories of corporate and labor-affiliated volunteer activities are listed in the appendices.

American Foundation for the Blind. I'm blind; let me help you. New York: 1976. 21p. Free. (15 West 16th Street, NY 10011).

Describes services provided by the older visually impaired volunteer.

American Foundation for the Blind. The volunteer in agencies for blind and visually handicapped persons. New York: 1977. Single copies free.

A pamphlet describing volunteer activities in agencies for visually and physically handicapped persons. Includes a section on "What I Should Know about Blindness."

American National Red Cross. Recruiting volunteers. Washington: 1978. 12p. Free from local Red Cross Chapters.

Itemized outline of the recruiting process.

Cron, Rodney L. Let's do it now; a guide for the management and operation of volunteer organizations. Westport, Conn.: Condor Publishing Co., 1978. 309p. $2.50. (29 East Main Street 06880).

Practical steps toward the development and retention of a successful volunteer organization.

Cull, John G. and Richard E. Hardy. Volunteerism; an emerging profession. Springfield, Ill.: C. C. Thomas, 1974. 199p. $11.25.

Includes chapters on recruiting, training, and supervising. Also discusses research and communication needs in voluntary action programs.

Ellis, Susan J. and Katherine H. Noyes. By the people; a history of Americans as volunteers. Philadelphia: Energize, 1978. 308p. $5.75. (Available from NCCI, Boulder, Colo.).

Comprehensive documentation on the history of volunteerism.

Getting it on with volunteers; Bellevue's system works. Nebraska Library Association quarterly, v. 7, Winter 1976: 32-33.

Goodman, Helen C. Volunteers in El Paso. Library journal, v. 97, May 1972: 1675-1677. (Library volunteer series #3).

Describes the successful merger of a volunteer program into the El Paso, Texas public library personnel structure.

Hanlon, Brenda, ed. The best of VAL. Boulder, Colo.: NCCI, 1980. 208p. $5.95.

A selection of outstanding articles published in Voluntary Action Leadership between 1975 and 1979.

Heritage Conservation and Recreation Service. Information Exchange. Volunteer handbook. Washington: 1978. 45p. Free. (440 G Street, N.W. 20243).

A resource guide on the benefits of volunteer services to the agency, the community, and the individual. Includes case studies of successful volunteer programs.

Jacobson, Ann, ed. Standards and guidelines for the field of volunteerism. Alexandria, Va.: Association of Volunteer Bureaus of America, 1978. 32p. $6.00.

Handbook designed for volunteer program managers. Includes sections on program development, volunteer rights and responsibilities, record-keeping, training, and other administrative and program components.

Jenkins, Harold. Volunteers in the future of libraries. Library journal, v. 97, Apr. 1972: 1400-1403. (Library volunteer series #2).

Recommended strategies necessary for library administrators to develop and maintain successful volunteer programs.

Kilinck, C. and C. L. Lopuszynski. Success with volunteers; or how to keep the library doors open. Kentucky Library Association bulletin, v. 42, Winter 1978: 25-27.

Kipps, Harriet L. Four-one-one community green sheets; selected resources for program leaders. Annandale, Va.: Four-One-One, 1980. 310p. (looseleaf). $30.00. (7304 Beverly Street 22003).

A comprehensive annotated listing of organizations and government agencies involved in every aspect of volunteerism. Covers approximately 20 areas that utilize volunteers in some way. For each area, available resource groups and publications are listed and described. Includes an extensive listing of local volunteer handbooks, information packets, and program ideas.

Krummel, D.W., ed. Organizing the library's support; donors, volunteers, friends. Urbana-Champaign, Ill.: University of Illinois, Graduate School of Library Science, 1980. 119p. $10.00.

Information presented in the 4-day Allerton Park Institute sponsored by the School of Library Science, University of Illinois.

Kuras, Christine. Volunteer assistance in the library. Inglewood, Calif.: Inglewood Public Library, 1975. 34p. $3.65. (ED #111 399 available from ERIC Document Reproduction Service, P.O. Box 190, Arlington, VA 22210).

Procedures for working with volunteers, developed by staff of the Inglewood Public Library. Forms, schedules, and a short annotated bibliography are included.

Levin, Stanley. Volunteers in rehabilitation. Washington: Goodwill Industries of America, 1973. 12 booklets. $11.00/set or $1.25 each.

A set of twelve handbooks drawn from the results of a three-year study in cooperation with the U.S. Department of Health, Education, and Welfare. Some of the titles included in the set are "How to Motivate Volunteers," "How to Incorporate Group Volunteering," and "Resources."

Lobb, Charlotte. Exploring careers through volunteerism. New York: Richard Rosen Press, 1976. 159p. $5.95.

Written for the newcomer interested in volunteerism in both professional occupations and skilled trades. Includes names and addresses of organizations offering volunteer opportunities at the community level.

Ludahl, Junne C. Bravo! To the cultural rescue of the aging; special report. Wilson library bulletin. v. 53, Dec. 1978: 314, 331-332.

Bringing Reading to the Aging through Volunteer Outreach (BRAVO) utilized volunteers to deliver regular, large print, and talking books to patrons unable to visit the James Brown Library, Williamsport, Pennsylvania.

Macbride, Marie. Step by step; management of the volunteer program in agencies. Bergen County, N.J.: Volunteer Bureau of Bergen County, 1979. 54p. $4.75. (389 Main Street, Hackensack 07601).

Particularly useful for new volunteer leaders and those who are creating volunteer programs. Includes basic information about recruiting, interviewing, selecting, and training volunteers. Also includes a selection of sample forms.

Marcia Jonke, ed. Volunteers in radio reading service; how to, why to for volunteers. Columbus, Ohio: Ohio Rehabilitation Service Commission, n.d. 36p. (4550 Heaton Road 43229).

A guidebook for volunteer coordinators and others who volunteer. Includes sections on volunteer responsibilities, the bill of rights for volunteers, and how to develop volunteer manuals. Also discusses supervision, motivation, recruitment, and placement.

Matley, Marcel B. Harnessing volunteer energy in a community library. Wilson library bulletin, v. 46, May 1972: 828-833.

An account of an organized volunteer program in the San Leandro, California public library system. Includes tips and pitfalls to avoid.

Moore, Larry F. and John C. Anderson. Volunteer administration; readings for the practitioner. Vancouver, B.C.: Voluntary Action Resource Center, 1977. 370p. $6.25. (Available from NCCI, Boulder, Colo.).

Broad selection of magazine articles covering such areas as the volunteer bureau, volunteer selection, public relations, and budgets.

Moussa, Linda. Volunteers offer library services to shut-ins. Catholic library world, v. 48, Oct. 1976:119-121.

Describes how homebound patrons of the Los Angeles Public Library gained access to books and other library resources through volunteer "Service to Shut-Ins."

National Easter Seal Society for Crippled Children and Adults. Selected references for board members, other volunteers, and staff. Chicago, Ill.: 1979. 9p. Free. (2023 W. Ogden Avenue 60612).

This list of books and pamphlets covers general information on volunteerism, information for board members, youth volunteers, and retired persons as volunteers.

National Library Service for the Blind and Physically Handicapped. Volunteers who produce books. Washington: 1981. 70p. Free.

A listing of volunteers who produce reading materials not otherwise available in braille, large type, or recorded formats. Arranged geographically by state and includes an index that facilitates access to subject or format specialization.

Naylor, Harriet H. Leadership for volunteering. Dryden, N.Y.: Dryden Associates, 1978. 218p. $4.50. (P.O. Box 363 13053).

Speeches and seminar presentations concerning the development of volunteer potential.

Naylor, Harriet H. Volunteers; resources for human services. Washington: Project Share, A National Clearinghouse for Improving the Management of Human Services, 1979. 49p. Free. (P.O. Box 2309, Rockville, MD 20852).

This series of papers, intended for agency executives, examines leadership roles in volunteer services and discusses the role of volunteers as advocates and in service delivery.

Naylor, Harriet H. Volunteers today; finding, training, and working with them. Dryden, N.Y.: Dryden Associates, 1973. 198p. $5.55.

Described as a classic in the field of volunteerism, this book gives a contemporary view of volunteerism, trends in the field and needs of the volunteer.

O'Connell, Brian. Effective leadership in voluntary organizations. New York: Associated Press, 1976. 202p. $9.45. (291 Broadway, NY 10007).

A handbook for the individual beginning a volunteer program. Includes fundraising, effective meetings, evaluations, and long-range goals.

Pell, Arthur R. Recruiting, training, and motivating volunteer workers. New York: Pilot Books, 1972. 64p. $3.25.

A basic guide for administrators, covering recruitment techniques, interviewing and selection, orientation, and effective supervision.

Richards, Audrey J. Managing volunteers for results. 2d. ed. San Francisco: Public Management Institute, 1978. 1 v. (looseleaf). $47.50. (333 Hayes Street, CA 94102).

Includes checklists, forms, worksheets, role definition strategies, and other practical guidelines.

Routh, Thomas A. The volunteer and community agencies. Springfield, Ill.: C.C. Thomas, 1972. $8.25.

Focuses on attitudes about volunteers, desirable qualities in volunteers, and typical assignments.

Scheier, Ivan H. Winning with staff; a new look at staff support for volunteers. Boulder, Colo.: NCCI, 1978. 77p. $5.75.

Seven strategies to encourage agency and staff support for volunteers.

Schindler-Rainman, Eva and Ronald Lippitt. The volunteer community; creative use of human resources. 2d. ed. Fairfax, Va.: NTL Learning Resources Corp., 1975. 176p. $7.95. (Available from University Associates, 8517 Production Ave., San Diego, CA 92121).

Examines social trends and changes in the field of volunteerism

Schmidt, Susan K. Utilizing volunteers in expanding services to disadvantaged adults. Morehead, Ky.: Appalachian Adult Education Center, Morehead State University, 1974. 31p. $1.85. (ED #098 979 available from ERIC Documentation Reproduction Service, P.O. Box 190, Arlington, VA 22210).

Briefly describes procedures for recruiting and training library volunteers, tasks they may perform, and written job descriptions.

Stephan, Sandra. Assignment; administrative volunteer. Catholic library world, v. 48, Oct. 1976: 104-108.

Emphasizes the need for a volunteer/employee partnership. In the Prince Georges County, Maryland library system, the volunteer coordinator, a paid employee, worked along with an RSVP volunteer who served as a volunteer homebound administrator. This arrangement allowed both employees and volunteers to provide valuable input to the administrative team.

Update. Bimonthly. Washington: National Library Service for the Blind and Physically Handicapped. 1977+ Free.

A newsletter covering volunteer activities related to regional and subregional libraries in the NLS network.

Voluntary action leadership. Quarterly. Boulder, Colo.: NCCI. $9.00/yr.

Contains information on the latest developments in volunteering. Regular features include reviews of books, volunteer program planning, and in-depth articles.

Volunteer Administration. Quarterly. Boulder, Colo.: Published by the Association of Voluntary Action Scholars, the Association for Volunteer Administration, and the Association of Volunteer Bureaus. $8.00/yr.

A forum for the exchange of ideas and the sharing of information among members of the volunteer sector. Articles deal with practical concerns, philosophical issues, and research.

Volunteer recognition kit. Boulder, Colo.: NCCI. Annual. $9.95.

Includes leaflets on various topics, such as current legislation affecting volunteers, guidelines for recognizing volunteers, and updates on national voluntary agencies.

Warner, Alice Sizer. Voluntarism and librarianship. Library journal, v. 97, Apr. 1. 1972: 1241-1245. (Library volunteer series #1).

Provides examples of how volunteers compliment and enhance the library field rather than pose a threat to the library profession.

Warner, Alice Sizer and Elizabeth Bole Eddison. Volunteers in libraries. New York: Library Journal, R.R. Bowker, 1977. 64p. (LJ Special Report #2). $5.25.

Offers a thorough examination of volunteers in libraries. Among the items included are the 1971 American Library Association's Guidelines for Using Volunteers in Libraries, sample pages from volunteer handbooks, and a selected bibliography.

Warnsholz, Frances. Making the most of volunteers and friends in libraries. Lincoln: Nebraska Library Commission, 1978. Free. 16p. (1420 P Street 68508).

Discusses tasks performed by friends and volunteers and guidelines for using volunteers in libraries. Also includes an annotated bibliography on volunteerism.

Wilson, Marlene. The effective management of volunteer programs. Boulder, Colo.: Volunteer Management Associates, 1976. 197p. $5.75. (Available from NCCI, Boulder, Colo.).

A practical tool promoting the existence of a sound volunteer organization.

Compiled by:
Linda Redmond and Freddie Peaco
February 1981

Additional copies of this reference circular or any of the reference circulars listed below are available free on request from:

Reference Section
National Library Service for the Blind
and Physically Handicapped
Library of Congress
Washington, D.C. 20542

REFERENCE CIRCULARS

Bibles and Other Scriptures in Special Media, 1980

Braille Instruction and Writing Equipment, 1978

Building a Library Collection on Blindness and Physical Handicaps; Basic Materials and Resources, 1981

Information for Handicapped Travelers, 1979

Magazines in Special Media, 1978

National Organizations Concerned with Visually and Physically Handicapped Persons, 1980

Reading Materials in Large Type, 1979

Reading, Writing, and Other Communication Aids for Visually and Physically Handicapped Persons, 1978

Sports and Games for Handicapped Persons, 1979

Subject Guide to Spoken Word Recordings, 1978

A series of bibliographies is also published by the Reference Section. The following titles are available free on request:

BIBLIOGRAPHIES

Accessibility; Designing Buildings for the Needs of Handicapped Persons, 1979

Attitudes toward Handicapped People, Past and Present, 1980

Closed Circuit Television Reading Devices for the Visually Handicapped, 1980

Gardening for Handicapped and Elderly Persons, 1979

Library Service to Handicapped Persons, 1980

Reading Machines for the Blind, 1980

U.S. GOVERNMENT PRINTING OFFICE : 1981 O - 350-251 : QL 3